



TROUP COUNTY  
GEORGIA

# JOB OPENING

## Troup County Government

<b>Position:</b> Juvenile Probation Officer	<b>Department:</b> Juvenile Court	<b>Salary:</b> \$18.77/Hr
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Under general supervision and instruction this position is responsible for providing comprehensive supervision and case management of juvenile offenders.

**Qualifications/Knowledge:**

- ⇒ Baccalaureate Degree in a course of study related to the occupational field; must have 1-2 years of of related experience
- ⇒ Must have a current valid driver's license
- ⇒ Knowledge of the juvenile justice system
- ⇒ Knowledge of case management principles
- ⇒ Knowledge of community resources
- ⇒ Knowledge of relevant local, state and federal laws
- ⇒ Skill in the analysis of problems and the development and implementation of solutions
- ⇒ Skill in the preparation of clear and precise reports
- ⇒ Skill in oral and written communication

**Essential Duties and Responsibilities:**

- ⇒ Supervises assigned juvenile probationers; maintains related files as required
- ⇒ Conducts office, school, employment and home visits according to department standards
- ⇒ Prepares various written reports; maintains accurate documentation, including case plans, chronological notes, exit plans and follow-ups; documents all contacts
- ⇒ Interviews and counsels juveniles and their families; mediates between victims and perpetrators; conducts individual and family counseling; meets with probationers
- ⇒ Transports juveniles to court, physicians' appointments and placements when necessary
- ⇒ Performs drug screening on juvenile offenders
- ⇒ Refers juveniles and their families to appropriate agencies and treatment providers
- ⇒ Submits violation reports and attends all required court hearings
- ⇒ Attends meetings with representatives of other agencies
- ⇒ Completes juvenile case plan reviews
- ⇒ Performs additional duties when assigned as a Senior Officer; screens and processes all assigned incoming cases through disposition; trains and monitors less experienced staff; meets with parents and refers to appropriate resources
- ⇒ Schedules pre-court psychological profiles, mandated behavioral assessments, and competency evaluations; serves as Competency Coordinator Plan Manager
- ⇒ Performs all other related duties as assigned

***Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.org](http://www.troupcountyga.org).***

Job #: 03302022 Juvenile Probation Officer

Grade 14

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**